

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST**

**KAMPALA**

**2. AGENCY**

**STATE**

**3a. POSITION NO.**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**VOUCHER CLERK**

**6**

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)**

**VOUCHER CLERK**

**7. NAME OF EMPLOYEE**

**VACANT**

**8. OFFICE/SECTION**

**U.S.EMBASSY KAMPALA**

a. First Subdivision

**MANAGEMENT OFFICE**

b. Second Subdivision

**FINANCIAL MANAGEMENT CENTER**

c. Third Subdivision

**N/A**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

**VACANT**

Typed Name and Signature of Employee

Date(mm-dd-yy)

**EVA KAYANJA**

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

**G. BART STOKES**

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

**CRISTINA STOKES**

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Examines simple/uncomplicated and straightforward invoices to ensure conformance with terms of original purchase order or authorization. Performs a variety of related clerical duties such as vendor invoice and employee reimbursement data entry into the invoice tracking spreadsheet and any other miscellaneous clerical work as assigned.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

### Voucher Examining

60%

- Examines invoices to ensure conformance with terms of original purchase order or authorization. Obtains signatures of receiving or approving officer as necessary and checks all computations on invoices for accuracy and propriety. Type voucher for payment, including fiscal data and proper documents with proper signature(s) into RFMS/M. Reviews finished vouchers for completeness and accuracy of presentation, compliance with regulations, propriety, and required certifications. If a voucher is incomplete, refers to supervisor or higher level employee for advice and guidance before returning voucher to sender with request for additional information.
- Maintain a tracking document for all invoices received in the Financial Management Centre and ensure that invoices are logged within 1 day of receipt. Ensure that invoices tracked are valid, have all the requirements for tax refunds and are in the names of the mission.
- Routing invoices for approval and ensuring that routed invoices are returned within 5 business days of dispatch to the respective sections within the mission.
- Scanning and sending approved payment vouchers to the Post Support Unit, an off-site payment disbursing unit, for certification and disbursement.

### VAT Refunds

30%

- For all certified vouchers that are eligible for VAT refunds, make copies of invoices attach the copies to the certified voucher and compile original eligible invoices for refund, presenting them to the VAT voucher examiner on a monthly basis.
- Assisting the VAT voucher examiner in the compilation of the Embassy tax refund claim by stamping invoices, data entry into the claim/refund tracking spreadsheet which includes maintaining fiscal data from which the tax was originally paid and any other administrative work in this regard.
- Will coordinate pick and drop off of VAT requests and reimbursements with Ugandan Revenue Authority offices.

### Alternate Administrative Assistant

10%

- Perform accounts receivable functions including issuing of bills for collection, follow up on repayment plans, record payments and report distribution.
- Manage section equipment and expendable supplies; maintain records and re-order as appropriate.
- Collect and distribute incoming mail, update log of invoices, deliver outgoing mail to the mail room.
- Maintain electronic and hardcopy filing systems, with a goal towards being as "paperless" as possible.
- Collect audit and verify T&A input for the FMC staff.
- Perform secretarial duties for the FMO.
- On occasion, run outside pick and delivery of visa applications and passports for travel section
- Other duties as assigned.

## 5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education  
Diploma in accounting, auditing, business administration.
- b. Prior Work Experience  
Two years of experience in a financial clerical position.
- c. Post Entry Training  
Basic Voucher examining, specialized training in the disbursing system RFMS/M, Accounts Receivable software, T&A procedures and software.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
Level III English ability (good working knowledge in written, spoken and reading).

- e. Knowledge  
Must have a good working knowledge of secretarial and administrative processes and procedures. Good knowledge of accounting office operations is mandatory and general familiarity with basic accounting principles and concepts as well as financial management.
- f. Skills and Abilities  
Incumbent must have the ability to establish priorities, organize a large and varied workload in an efficient and timely manner and develop procedures for the successful implementation of work assignment. He must have excellent interpersonal and customer service skills and an ability to work under minimum supervision. They need to have excellent skills in the use of office equipment, computer applications and web based systems.

**16. POSITION ELEMENTS**

- a. Supervision Received  
Financial Management Officer and Financial Specialist.
- b. Available Guidelines  
FAM, FAH, DSSR, FTR, FMC SOP's.
- c. Exercise of Judgment  
Prioritizes work to ensure deadlines are met and exercise of judgement is required in maintaining the invoices tracking spreadsheet.
- d. Authority to Make Commitments  
N/A
- e. Nature, Level and Purpose of Contacts  
All Mission employees, vendors, other external customers.
- f. Supervision Exercised  
N/A.
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks.